

ADMINISTRATIVE - INTERNAL USE ONLY
(THIS NOTICE VALID UNTIL 1 APRIL 1988)

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TRAINING

December 1987

SUBJECT: Sponsorship of Full-Time Academic Training for School Year
1988-89 (beginning September 1988)

1. The Logistics Training and Awards Panel will consider requests for full-time academic training sponsorship for the 1988-89 school year, which begins in September 1988, at its meeting of 14 March 1988. All requests should be submitted to the Logistics Training Officer by 1 March 1988.

2. The following guidelines should be followed:

a. Send a memorandum to the Chairman of the Logistics Training and Awards Panel through the Chief of your division or staff and the Logistics Training Officer.

b. The memo should include the period of time for which you desire sponsorship and at what college or university; what degree you expect to receive at the completion of the training; an outline of your academic background, including your grade point average; projected price of training, including books, fees, etc.; approximate amount the Agency has already spent on your academic training; a brief outline of your Agency work experiences; and, as a separate attachment, a complete outline of the courses you expect to be taking, with detailed course descriptions.

3. As a reminder, the information you include should be as complete as possible. In considering candidates for full-time academic sponsorship, the panel will take into consideration the background information you submit; your most recent PARs; and your comparative evaluation category. If there are any questions, please call the Logistics Training Officer on secure line

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Director of Logistics

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